

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA**

QUENTIN N. BURDICK U.S. COURTHOUSE
655 FIRST AVENUE NORTH-SUITE 210
FARGO, NORTH DAKOTA 58102

ELLEN A. JOHANSON
CLERK

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INSTRUCTIONS - FOR PREPARATION OF CREDITOR MATRIX

The following are instructions for preparing the creditor matrix. (sample attached)

1. Lists must be typed in one of the following standard typefaces:
 - * Courier 10 pitch
 - * Prestige Elite
 - * Letter Gothic
2. Lists must be typed on a page in a single column in the *center of the page* rather than in three columns.
3. Lists must be typed so that no letters are closer than 1/2 inch from the top or bottom of the paper.
4. Each name/address must consist of no more than 5 (five) total lines, with at least two blank lines between each of the name/address blocks.
5. Each line must be 40 characters or less in length.
6. DO NOT include the following people (who were formerly required on creditor matrixes). They will automatically be retrieved by the computer database.
 - * Debtor *
 - * Joint Debtor *
 - * Attorney for the Debtor(s) *
7. A Verification of Creditor Matrix with signatures must be filed (sample attached).

THINGS TO AVOID

The following problems can prevent your lists from being read by the optical scanner, requiring you to resubmit your creditor list in an acceptable form.

1. Extra marks on the list - such as letterhead, dates, debtor name, coffee stains, handwritten marks.
2. Non-standard paper such as onion skin, half-sized paper, extra heavy paper or colored paper (such as yellow).

3. Poor quality type caused by submitting a photocopy or carbon, using an exhausted typewriter, or using a typewriter with a fabric ribbon.
4. Unreadable type faces or print styles such as proportionally-spaced fonts, dot-matrix printing or exotic fonts (such as Olde English or script)
5. Mis-aligned lists caused by removing the paper from the typewriter before completing the list or inserting the paper into typewriter crooked.
6. Incorrect Typewriter Settings will cause unreadable lists. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch style.
7. Stray marks should be avoided. Do not type lines, debtor name, page numbers or anything else on the front. Any identifying marks you choose to add can be typed on the back of the list.
8. DO NOT use a dot-matrix printer.
9. The ZIP code must follow the city, and nine-digit zip codes should be typed with a hyphen separating the two groups of digits. (EX: Fargo, ND 58102-0001) DO NOT include attention lines or account numbers on the matrix.
10. Fabric ribbons should be avoided. They produce letters which are too fuzzy to be properly scanned.

EXAMPLE CREDITOR LIST: *Courier 10 Pitch*

First City Natn'l Bank
of Beaumont
P.O. Box 3391
Beaumont, TX 77704

Flex Northwest
1540 NW.46th Street
Seattle, WA 98372

General Welding Supply Co.
P.O. Box 3617
Baltimore, MD 20984

George S. Bush Export, Inc.
1400 Exchange Building
Buffalo, NY 10984

Glander international
Lake Success Plaza
One Hollow Lane
Lake Success, NY 11042

Gus Electronics
Marine Division
3700 West 61st Avenue
Anchorage, AK 99502

Hansberry's Appliance
Parts Division
400 9th Avenue North
Seattle, WA 98109

Hardware Specialty Company
3419 11th Avenue, SW
Seattle, WA 98134

Hill, Batis, and Nash
Attorneys at Law
Suite 5125
One World Trade Center
Baltimore, MD 20045

Hocking International
Chemical Corporation
2121 Hoover Avenue
National City, CA 92050-3821

Peterboro Food and Beverage
405 Landover Road
Suite 12B
Landover, MD 20009

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA

IN RE:

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CASE NO. _____

Debtors.)

VERIFICATION OF CREDITOR MATRIX

The above named Debtor(s) hereby verifies that the attached list
of creditors is true and correct to the best of our knowledge.

Date: _____

Debtor signature

Joint Debtor signature